

San Francisco Zen Center

Work-Practice Position Job Description for Treasurer

Version Date: **2021**

Title of Position: **Treasurer**

Department: **Administration/Accounting Department**

Reports to: **President**

Supervises: **Accounting Department**

Works Directly and/or Consults with: Officers and Directors, Finance Committee, Investment Committee, Abbots Executive Group, Board of Directors, Abbot's Council, Treasurers at Tassajara and Green Gulch, Director of Work Practice, and other people and groups as necessary

Term: **3-5 Years (3 year term renewable for 2 more years)**

Level: **Level 5**

Work Status: **Full-time, exempt**

Position Summary:

The SFZC Treasurer is the chief financial officer (CFO) of SFZC and has overall responsibility for all financial matters of SFZC, including its three practice centers. The Treasurer will report to and work closely with the SFZC President and oversees the work of the Treasurers at Tassajara and Green Gulch. In addition, the Treasurer will partner with the senior leadership and the Board of Directors to develop and implement the SFZC strategic plan across the organization. The Treasurer is able to interpret and communicate complex financial information simply and usefully to the SFZC Board, officers, directors, and membership. The Treasurer will oversee all compliance with standard accounting procedures and policies, oversee the SFZC budget and audit process, and create a broad range of financial reports for use by the Board and departments across the organization. The Treasurer must be able to effectively respond to financial and cash management challenges, adapt to evolving financial conditions within and outside SFZC, and thrive in an autonomous and deadline-oriented workplace while managing the Accounting Department staff. The Treasurer will be evaluated annually by the President. The Treasurer will evaluate all employees and staff in the Accounting Department annually.

Tradition and Practice

“Money purifies our world. It is not something dirty. It is very pure. It is a very important thing for us when we take care of it and respect it ... Even if the money you have is very little you should pay respect to it and you should make the best use of it. How you make the best use of it is to make it help our society.” —Suzuki Roshi, *Windbell*, Fall 1988

Work Practice

The Treasurer must have a mature Buddhist practice, a commitment to executing the SFZC strategic plan, and an understanding of SFZC’s business model and basic organizational operations. The Treasurer is considered a leader in the SFZC community, embodies and expresses uncompromising integrity and honesty, and is willing and able to develop and maintain the trust and confidence of all members of the community. The Treasurer should be comfortable with details (e.g. analyzing complex financial data) as well as capable of developing strategic options and scenarios, and be able to provide timely financial information without bias or personal agenda, while at the same time offering professional guidance and subject matter expertise to SFZC.

The practice intention of the Treasurer is to be responsive and helpful in all situations. A capacity and willingness for continuous improvement in ongoing financial and cash management, accounting, strategic planning and forecasting, and other financial skills is necessary. The practice of the Treasurer is to think strategically and anticipate challenges, to help create and execute tactical business plans, and to demonstrate strong organizational leadership and vision. The Treasurer should be able to communicate patiently, calmly, and effectively with outside parties such as vendors, banks, donors, and investment committee members, inside members such as residents, managers, officers, and volunteers, and all other members of the community and beyond. The Treasurer will have a good understanding of their role in implementing SFZC’s organizational plan, vision, and strategic initiatives, and will appreciate how the role greatly supports the smooth and orderly functioning of a financially sustainable SFZC.

Key areas of Work-Practice Responsibility

Finance:

- Work closely with SFZC President and Finance Committee Chair to guide the finance functions of SFZC.
- Oversee cash flow management, and ensure availability of funds as needed.

- Oversee financing strategies and activities, as well as relationships with banks, foundations and other lending institutions.
- Develop and utilize forward-looking, predictive models and activity-based financial analyses to provide insight into the organization's operations, business plans, opportunities, vulnerabilities, and risks.
- Interface and participate as needed to maintain relationships and remain current on the financial impact for SFZC from the ZC Investment Committee, Everyday/Greens, Kendal at Sonoma/Enso Village, and any future investments and partnerships.

Planning, Policy, and Donor Relations:

- Coordinate the development and monitoring of budgets and cash management.
- Develop financial business plans and forecasts.
- Participate in policy development as a member of Officers and Directors, the SFZC senior management team.
- Engage the Finance Committee of the SFZC Board to develop short-, medium-, and long-term financial plans and projections.
- Represent SFZC with financial partners, including financial institutions, investors, foundations, executives, auditors, public officials, etc.
- Oversee implementation of best practices and remain up to date on state and federal laws regarding nonprofit operations.

Accounting and Administration:

- Oversee the Accounting Department employees and staff to ensure proper maintenance of all accounting systems and functions.
- Ensure maintenance of appropriate internal controls and financial procedures.
- Ensure timeliness, accuracy, and usefulness of financial and management reporting for members, donors, federal and state regulators, foundations, lending institutions, and the SFZC Board.
- Oversee the preparation, interpretation, and communication of monthly and annual financial statements for all SFZC departments and practice centers.

- Coordinate audits and proper filing of tax returns.
- Ensure legal and regulatory compliance regarding all financial functions.
- Work with SFZC information technology staff to manage finance and accounting software systems.

Strategic Planning & Implementation:

- Participate in the annual strategic planning process for SFZC.
- Ensure effective finance and accounting-related processes, procedures, and systems to track progress against organizational plan, develop and assess progress from a financial perspective on key strategies, use financial data and metrics to create financial reports to support the evaluation of program components.
- Effectively communicate organizational goals, objectives, and strategies with the Board, funders, staff, residents, and other constituents.
- Ensure implementation of forward-looking policies and practices for management of cash on-hand, cash reserves, receivables, and liabilities.

Basic Qualifications:

- Must be an established and balanced practitioner, preferably with extensive residential practice at SFZC.
- Successful experience in leadership/administrative/managerial positions at SFZC.
- Knowledge and hands-on experience with designing and generating financial reports such as P&L, balance sheet, audits, budgets, and cash flow.
- Ability to develop and implement appropriate financial management strategies including cash management, forecasting, models & scenarios, cost allocation, and profit and loss determination.
- Strong decision-making abilities, excellent analytical and abstract reasoning skills, plus excellent organization skills.
- Excellent written and oral communication skills.
- Demonstrated leadership ability, team management, interpersonal skills, and comfortable with responsibility.

- Ideally has held at least one level 4 or 5 position at one of SFZC's temples.
- Skilled in use of financial, accounting and payroll software, Microsoft Excel and Powerpoint, and Zoom; familiar with SFZC software including reservations, Salesforce, and people resources management.
- Ideally has significant experience in or knowledge of nonprofit accounting and/or completed training as a Treasurer at either Tassajara or Green Gulch.